

Chief, OSO
Attention: [redacted]

(2050 Que)

12 August 1948

Chief, Fiscal Division

Time and Attendance Reports

1. My attention has been invited to the delay in receipt of one Time and Attendance Report from your office, applicable to [redacted]. This report was due in the Fiscal Division on 26 July but did not arrive until 10:15 A.M. on 28 July 1948.

2. As you are aware, the Pay Roll system in this organization revolves around the Time and Attendance Reports (Standard Form No. 1150), and unless such documents are received by 4 P.M. on the Monday following the close of each bi-weekly pay period it handicaps the Pay Roll operation of the Agency and it is possible that such delay would preclude the delivery of salary checks to all employees that you are servicing for the period included.

3. Your undivided attention in relation to the submission of Time and Attendance Reports by the time specified in existing instructions is necessary in order to permit salary payments to be delivered by the required date.

[redacted]

[redacted]

c.c. Pay Roll
F.P.S.
File
Saunders via [redacted]

Document No. [redacted]
No Change in Class. ☐
☐ Declassified
Class. Changed To: TS S
Auth.: HR 23 OCT 1978
Date: 23 OCT 1978
By: [redacted]

2075 Que

A SIMILAR LETTER WAS WRITTEN TO ATTENTION OF [redacted], OSO,
APPLICABLE TO LATE REPORT FOR [redacted]